

investigated and, if it is determined that an improper deduction has occurred, the employee will be promptly reimbursed.

Use of Paid Time Off

Whenever in this Employee Handbook an employee has a right to be paid for time while otherwise not working and the employee has available to him/her compensatory time, sick leave and/or annual leave, the employee must extinguish any compensatory time before utilizing any available sick or annual leave. An employee who is absent for 3 or more consecutive days and uses paid time off for illness may be required to present a doctor's excuse prior to returning to duty.

Paid Leave

Each full-time employee will accrue annual and sick leave bi-weekly in hourly increments based on their length of service as defined in the Accrual Schedules in the annual leave policy, below. Annual and sick leave are added to the employee's annual and sick leave balance at the end of each pay period. Annual and sick leave taken will be subtracted from the employee's accrued time balance. Part-time employees, temporary employees, contract employees, and interns are not eligible to accrue annual or sick leave. Eligibility to accrue sick or annual leave is contingent upon the employee either working or utilizing accrued compensatory time, sick or annual leave for the entire bi-weekly pay period. Neither annual nor sick leave is accrued in pay periods during which an employee is on a leave without pay status.

Paid Leave Exceptions. Department heads who have employees who miss more than three consecutive unscheduled days, must notify the Human Resources Department, as disciplinary action may be taken. Time off taken in excess of the annual leave accrued, without prior written approval by the County Administrator may result in disciplinary action up to and including termination of employment. This time will be unpaid. The only exceptions to this policy must be granted by the County Administrator. Under the County's Family and Medical Leave Act (FMLA) policy, all accrued paid leave will be used concurrently with FMLA.

Annual Leave

Special note. A County department may have different policies regarding leave and, if so, department employees will be provided a copy by the department head. If